

# WIC PHARMACY VENDOR MONITORING VISIT REPORT

Michigan Department of Health and Human Services

MDHHS-5941-P (5-21)

Arrival Time

Departure Time

Date of Visit

Number of Registers

Visit Reason

Email

Phone

Person(s) Interviewed

Does the vendor have any displays stating WIC is accepted? ☐ Yes ☐ No

Vendor Store Description (i.e., size, inventory, accommodations, service population, accessibility, geographic barriers, etc.)

CONTRACT COMPLIANCE CATEGORY	WIC Pharmacy Requirement	Met (☑)	Not Met (☐) or quantity	Comments	
Minimum Stock	<b>12 Units combined total of the following formula:</b> <ul style="list-style-type: none"><li>12.5 oz can powder Enfamil Infant</li><li>12.4 oz can powder Enfamil Gentlease</li></ul>	<input type="checkbox"/>	<input type="checkbox"/> _____		
Price Displays	WIC-approved formula available for purchase have a price visible on the item, container, shelf, or sign	<input type="checkbox"/>	<input type="checkbox"/> _____		
Formula Dates	WIC-approved formulas are not spoiled, expired, or outdated	<input type="checkbox"/>	<input type="checkbox"/> _____		
Formula Price Verification	Specific Product	Met (✓)	Not Met (✓)	Shelf Price	Scanned Price
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		

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**The WIC Vendor Analyst provided training to the Vendor on the following items:**

1. ☐ Purpose and goals of the WIC Program
2. ☐ Terms of the WIC Pharmacy Contract
3. ☐ Authorized WIC formula
4. ☐ Minimum stock requirements
5. ☐ WIC transactions and 2-day sourcing requirement
6. ☐ Purchase requirements and recordkeeping
7. ☐ Competitive prices and peer groups
8. ☐ Procedures for appealing a reduced payment
9. ☐ Requirement to allow the store to be monitored by the Department
10. ☐ Food quality and pricing requirements of the WIC Program
11. ☐ Vendor trainings, communications, and newsletters
12. ☐ Terms of the WIC Vendor Sanction Policy
13. ☐ Administrative Hearing procedures and Review procedures
14. ☐ Vendor complaint process
15. ☐ WIC POS software and devices
16. ☐ Vendor application and authorization process

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**Monitoring Visit Comments**

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If MI-Bridge, e-WIC, or other EBT cards are identified on the store premises, complete the following items.

Number of cards confiscated by Vendor Analyst

Vendor trained on procedure for returning cards

☐ Yes   ☐ No

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List where formula is sourced

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Vendor Comments

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To view program updates and access Michigan WIC Program resources, visit [www.michigan.gov/wicvendor](http://www.michigan.gov/wicvendor)

To access a Michigan WIC training video, view <https://youtu.be/dgEKUlp0Dv8>

To contact the Michigan WIC office, call 517-335-8937 or email [mdhhs-wicvendor@michigan.gov](mailto:mdhhs-wicvendor@michigan.gov)

This report, including any violations cited and comments on both front and back pages, has been reviewed with me and the Vendor has received a copy.

Vendor Signature	Print Name	Title	Date
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WIC Vendor Analyst	Print Name	Date
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The Michigan Department of Health and Human Services will not exclude from participation in, deny benefits of, or discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, gender identification or expression, sexual orientation, partisan considerations, or a disability or genetic information that is unrelated to the person’s eligibility.
This institution is an equal opportunity provider.
AUTHORITY: P.A. 368 of 1978